

Process Name: Payroll		Process Identifier: PY	
Sub-Process Name: Supplemental Data		Sub-Process Identifier: PY-2	
Sub-Process Purpose and Objectives: Processing of manual payroll input			
Sub-Process Description: Supplemental data input is received data from agencies. The input is reviewed and approved by personnel and forwarded to payroll for processing. Payroll inputs the supplemental data, verifies batch totals on electronic data (diskettes), and enters into the system for processing. Once processed, the supplemental data is forwarded to the Payroll Audit process.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Manual data input required		Key Sub-Process Participants: <ul style="list-style-type: none">AgenciesPersonnelPayroll	
Inputs:			
Input	Format	Volume/Time	Suppliers
Manual payroll input	Paper forms	150 regular supplemental and 20 credit supplemental/pay period	Agencies
Manual payroll input	Txt, excel files, etc.	14 files, 550 records/pay period	Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Files to payroll audit	Sequential data files	Same as above	Payroll system
Performance Measures Tracked:			
Measure	Approx. Value		Target Value

Process Name: Payroll		Process Identifier: PY	
Sub-Process Name: Supplemental Data		Sub-Process Identifier: PY-2	
Volume of supplemental input required to correct prior errors or to process data not received on time		NA	NA
Laws, Regulations, and Policies That Govern Sub-Process: Federal and Tennessee labor laws, including: <ul style="list-style-type: none"> • FLSA • Minimum wage test for credit supplemental • F&A Policy 11 on repayment of overpayments 			
Current Sub-Process Issues/Problems: Current process includes manual calculations for most supplemental data			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Automation of manual payroll input (especially retroactive changes and termination payments of leave balances)		Additional automation of payroll functions would reduce time consuming preparation of supplemental input and increase the accuracy of data provided by the agencies; shifts responsibility for accuracy to agencies	C
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS/CZAI		See PY-1	

